

- *There are a number of halls/lounges /OATs in our campus, to cater to demands of various schools/ departments.*
- *These are allotted based on the demand /availability.*
- *As per our process, the demands are to be raised online.*

**The slides are prepared for easy  
reference at any point of time,  
to explain the process of  
ONLINE VENUE BOOKING.**

# **PROCEDURE**

## **ONLINE BOOKING & CANCELLATION** **FOR HALLS, LOUNGES,** **CONFERENCE ROOMS &** **OPEN-AIR THEATRES**



## Faculty Development Program on Modelling & Simulation of Drones

December 23, 2019

To strengthen the professional development of its faculty members, the Dept. of Mechatronics Engineering,...



Read all Spotlight >>

## LOG IN

USERNAME

PASSWORD

INSTITUTE

SESSION

LOGIN

[FORGOT PASSWORD](#)

Inbox (1) - jagdeep.sharma@chit...

Chalkpad: Home

+

[punjab.chitkara.edu.in/Interface/indexHome.php](#)

Apps

Inbox - jagdeep.sha...

Chalkpad: Login

CHITKARA UNIVER...

CU Billing System ~...

Indent System - Sig...

Chalkpad: Complai...

WPS File Transfer

Login

Home - Unique Ide...

Connect with us

[UIN](#) | [FAQ](#) | [Site Map](#) | | [CUIET](#) | [2019-20](#) | [CU ADMIN](#) | [Logout](#)

[Support Desk](#) | [Interaction Program](#) | [Photo Gallery](#) | [Facebook Photo Gallery](#) | Welcome (E2917536), JAGDEEP SHARMA

[SSL Certificate](#) | [Grievance Redressal Portal](#) | [Help Desk](#) | [Hall Booking](#) | [Photographer](#) | [Regulation](#) | [Download S...](#) | [Click to Hall Bookin...](#) | [Litiation Score : 98](#)

[Student](#) | [Time Table](#) | [Communication](#) | [Fine](#) | [Activities](#) | [Annual Appraisal](#) | [Reports](#) | [Analytics](#) | [Admin Func...](#) | [Leaves](#)

Home » Dashboard

Menu Lookup..

Mr S N Panda Director Research and Dr Rajesh Kaushal Associate Professor were invited as Visiting Professor in one...  
<https://t.co/FVcSMBkkt8>

\* Click here to see the complaints registered Yesterday and Today(Total Complaints: 29)

Welcome E2917536,

> Notices

[17-Dec-19](#)

> Support Desk

[09-Dec-2019](#)

> Pearls of Wisdom

[Conflict cannot survive without your](#)

Online Hall / Venue Booking/ cancellation

4

NAAC

A+

CHITKARA

UNIVERSITY

PUNJAB

storehk.chitkara.edu.in/inventory/booking/index.php?hallId=e09c8a6d5bfd9cdcf4c4b6029c015d40f7f5e9a798c62f79efff1dbca53b2bd886ada19a76d7be44e237acd65bf94059a917073e...

Apps

Inbox - jagdeep.sha...

Chalkpad: Login

CHITKARA UNIVER...

CU Billing System - ...

Indent System - Sig...

Chalkpad: Complai...

WPS File Transfer

Login

Home - Unique

DASHBOARD

Booking

Total Requests

1

Approved Requests

1

Pending Requests

0

https://storehk.chitkara.edu.in/inventory/booking/booking.php



Dynamic Access Code is dce4b87 x
Master System - Master x
Hall / Venue Booking x
+

storehk.chitkara.edu.in/inventory/booking/booking.php?hallId=b6666f7584bbf38df8654154c14153e13d74184552526773024e2feb29ea8a5fcd81db5f1205f41435923a8114fd281...

HALL / VENUE BOOKING

Dashboard

Listing

HALL / VENUE BOOKING FORM

The halls/venues available in campus are:

Halls

Name	Building	Capacity	Photo
Einstein Hall	GALILEO	200	N/A
Exploretorium	Exploretorium	771	N/A
Mooc hall	Edison	193	N/A
Pierre Hall	Le Corbusier	120	N/A
Plato Hall	Square ONE	(Total Capacity 120), (With Round Table 96), (Without Round Table 24)	N/A
Pulitzer Hall	Picasso Block	193	N/A
Sun Hall	Turing	200	N/A

Lounges

Name	Building	Capacity	Photo
Explore Lounge	Exploretorium	35	N/A
Faculty Lounges	GALILEO	30	N/A
Picasso Lounge	Picasso Block	12	N/A
Tesla Lounge	Tesla Block	10	N/A

Stage

Name	Building	Capacity	Photo
Open Air Theater	Alfa Zone	5000+	N/A

Hall \_ Venue Boo....html ^

Show all

4:15 PM  
10/6/2021

Open Air Theater	Sculpture Park	200	N/A
------------------	----------------	-----	-----

## Conference

Name	Building	Capacity	Photo
CURIE Hall (Conference Room)	Edison	16(30)	<a href="#">View</a>
Green Conference Room	Turing	10	N/A
Jupiter Conference Room	Turing	8	N/A
Picasso Conference Room	Picasso Block	11	N/A

Your choice of hall/lounge may be mentioned in the remarks column.

### Instructions:

1. Please book the facility atleast 48 hours before your scheduled activity.
2. Booking online does not guarantee the confirmation of allocation of the facility to you. Please wait for the final confirmation in this regard from the concerned office.
3. Your booking may be modified/cancelled owing to some special circumstances. An intimation in that regard will be sent across to the end user.
4. Please be elaborative while filling in the information required for the 'Additional Requirements (Specific arrangements).'

Continue

Show all x



## HALL / VENUE BOOKING

Dashboard

Listing

## HALL / VENUE BOOKING FORM

Co-Ordinator's Name

Co-Ordinator's Contact No.

College / School / Department Name

Event Name

VIP Guest(s), If any (Kindly provide Name and Designation)

[+Add More](#)

#	From Date/Time	To Date/Time	No. of Students	No. of Internal Guest	No. of External Guest	SPOC Name	SPOC Contact No.	SPOC Email	Remarks If any
1	<input type="text" value="mm/dd/yyyy"/> Hours: <input type="text" value="00"/> Minutes: <input type="text" value="00"/>	<input type="text" value="mm/dd/yyyy"/> Hours: <input type="text" value="00"/> Minutes: <input type="text" value="00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="NAME"/>	<input type="text" value="CONTA"/>	<input type="text" value="EMAIL"/>	<input type="text" value="Remarks"/>

Additional Requirement (Specific Arrangement)

☐ Are you sure declare information correct.[SUBMIT](#)

If for **same** event ,more than 1 venue is required, use the "Add More" option.

# **ADDITIONAL REQUIREMENTS** **FOR THE EVENT AT THE VENUE**

(Reference Slide10)

- Make sure that all additional requirements / arrangements **required** for the event **in the said venue** are mentioned in this column.(Refer next slide)
  - This **DOES NOT** include demands of refreshments, gifts ,IT or electrical support.

Inbox (20) - balwinder.sing
Master System - Dashboar
Hall / Venue Booking
Settings - Customize fonts
+

storehk.chitkara.edu.in/inventory/booking/booking.php

HALL / VENUE BOOKING
Dashboard
Listing

### HALL / VENUE BOOKING FORM

Co-Ordinator's Name
Co-Ordinator's Contact No.
College / School / Department Name
Event Name

VIP Guest(s), If any (Kindly provide Name and Designation)
+Add More

#	From Date/Time	To Date/Time	No. of Students	No. of Internal Guest	No. of External Guest	SPOC Name	SPOC Contact No.	SPOC Email	Remarks If any
1	mm/dd/yyyy Hours Minutes Hours 00	mm/dd/yyyy Hours Minutes Hours 00				NAME	CONTA	EMAIL	<div>Remarks</div>

Additional Requirement (Specific Arrangement)

☐ Are you sure declare information correct.

SUBMIT

Requirements inside the hall to be mentioned here.  
**For e.g.** need hall with round table arrangement,  
Request display board in hall etc.,

# **ADDITIONAL REQUIREMENTS** **FOR THE EVENT**



(Reference Slide12)

- Make sure that all additional requirements / arrangements **required** for the event **other than** in **the said hall** are mentioned in this column.(Refer next slide)

—For e.g.

- (a) “May I Help You” Counter at Gate – 2 chairs and 1 Table
- (b) Display boards outside Turing Building

Inbox (1) - jagdeep.sharma@chit...

Hall / Venue Booking

+

storehk.chitkara.edu.in/inventory/booking/booking.php

Apps

Inbox - jagdeep.sha...

Chalkpad: Login

CHITKARA UNIVER...

CU Billing System - ...

Indent System - Sig...

Chalkpad: Complai...

WPS File Transfer

Login

Home - Unique Ide...

A+

NAAC

CHITKARA

UNIVERSITY

PUNJAB

HALL / VENUE BOOKING

Dashboard

Listing

HALL / VENUE BOOKING FORM

Co-Ordinator's Name

Co-Ordinator's Contact No.

College / School / Department Name

Event Name

XYZ

XYZ

XYZ

XYZ

VIP Guest(s), If any (Kindly provide Name and Designation)

+Add More

#	From Date/Time	To Date/Time	No. of Students	No. of Internal Guest	No. of External Guest	SPOC Name	SPOC Contact No.	SPOC Email	Remarks If any
1	<div>10-12-2019</div> <div> <div>Hours</div> <div>Minutes</div> <div>6</div> <div>00</div> </div>	<div>10-12-2019</div> <div> <div>Hours</div> <div>Minutes</div> <div>8</div> <div>00</div> </div>	1	2	3	XYZ	XYZ	XYZ	XYZ

Additional Requirement (Specific Arrangement)

XYZ

☒ Are you sure declare information correct.

SUBMIT

For "May I Help You counters", 2 Tables and chairs at Main Gate.

2 Registration tables and 4 chairs in front of Edison Lobby.

Inbox (1) - jagdeep.sharma@chitkara.edu.in

Hall / Venue Booking

+

storehk.chitkara.edu.in/inventory/booking/booking.php

←

→

↺

🏠

Apps

Inbox - jagdeep.sharma@chitkara.edu.in

Chalkpad: Login

CHITKARA UNIVERSITY PUNJAB

CU Billing System - ...

Indent System - Sig...

Chalkpad: Complai...

WPS File Transfer

Login

Home - Unique Ide...

HALL / VENUE BOOKING

Dashboard

Add Booking

HALL / VENUE BOOKING FORM

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	XYZ	XYZ	XYZ	XYZ	CSV
2	Jagdeep	9855554377	Maintenance	DJ Night	CSV

Export to Excel

# REPLY ON BOOKING



Fwd: New Applicati x Master System - De x Hall / Venue Booki x Master System - Si x Settings x

mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcgXwGCHCcljPrNPnKxfhNXWwWsXfj

Gmail Search mail

Compose

Inbox 19

Starred

Snoozed

Important

Sent

Drafts 11

More

**CHITKARA UNIVERSITY PUNJAB**

**HALL BOOKING**

Dear Sir/Mam,

Reference your request for a venue.  
Kindly note the following:

Venue/Block :	Faraday Hall/Edison
Floor:	Ground floor
Co-Ordinator Name:	Jagdeep
Co-Ordinator Contact No:	9855554377
College / School / Department Name:	Maintenance
Event Name:	DJ Night
Additional Requirement For Event:	Registration desk - 2
Admin Remarks :	will be provided

**SPOC Details:-**

Sr. No.	Date(s) and Time Slot	No. of Students	No. of Internal Guest	No. of External Guest	Event SPOC Name	Event SPOC Contact No.	Event SPOC Email	Additional Requirement in Hall	Admin Remarks
1	2019-12-12 (10:00) - 2019-12-12 (13:00)	15	10	05	Raminder	9803422028	<a href="mailto:raminder.sharma@chitkara.edu.in">raminder.sharma@chitkara.edu.in</a>	Round table - 2	not provided

## Add Booking

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	Jagdeep	9855554377	Maintenance	DJ Night	<a href="#">CSV</a>

In case booking is required for **another event**, go back to booking once again.



Search results - charanjeet.singh( x)

Hall / Venue Booking x

+

storehk.chitkara.edu.in/inventory/booking/booking.php?hallId=c12e580e156caf8076689b903d1a992cc82f8d597e83676e8... ☆ C

A+ NAAC

CHITKARA UNIVERSITY PUNJAB

HALL / VENUE BOOKING

DashboardAdd Booking

HALL / VENUE BOOKING FORM

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	Charanjeet Singh	8847477745	Maint	Meeting	<div>CSVCancelDELETE</div>

Option for cancellation of event through online process

Windows Taskbar

2:56 PM 28/04/21

Search results - charanjeet.singh

Hall / Venue Booking

storehk.chitkara.edu.in/inventory/booking/booking.php?hallId=c12e580e156caf8076689b903d1a992cc82f8d597e83676e8...

☆ C

HALL / VENUE BOOKING

Dashboard

Add Booking

storehk.chitkara.edu.in says

Cancel Successfully

OK

HALL / VENUE BOOKING FORM

#	Co-Ordinator's Name	Co-Ordinator's Contact No.	College / School / Department Name	Event Name	Action
1	Charanjeet Singh	8847477745	Maint	Meeting	<div>CSV</div> <div>Cancel</div>

3:00 PM

28/04/21

*In case you still have any queries /concerns as regards booking the venues, kindly do get in touch with us.*

*We are just a mail/ phone call away!!*

## **TEAM ADMINISTRATION**

Mr. Balwinder Singh  
Admin Officer - Event Support  
[balwinder.singh1@chitkara.edu.in](mailto:balwinder.singh1@chitkara.edu.in)  
84272 11747

Sqn Ldr (Dr) Rina Angel (V)  
Director Administration  
[rina.angel@chitkara.edu.in](mailto:rina.angel@chitkara.edu.in)  
9501105628